Chapter 12. Reports – Introduction and General Information

The **Reports** option in ARIS allows users at all levels to retrieve information from ARIS in summarized form. ARIS provides many options, querying capabilities, and report types.

To retrieve reports from ARIS, from the Research Documentation screen, click "**Reports**" from the Tool bar to display a list of all the report options (fig. 1). Click a report option to display the report in Adobe Acrobat or to display a screen to enter information to query by. Some reports are "canned", which you simply view and/or print. Other reports allow for querying to create user-defined reports.   Additional information and guidance on reports can be found in Chapters 12a-12m in the ARIS online manual.

The table below lists each report and a description of its content and options.
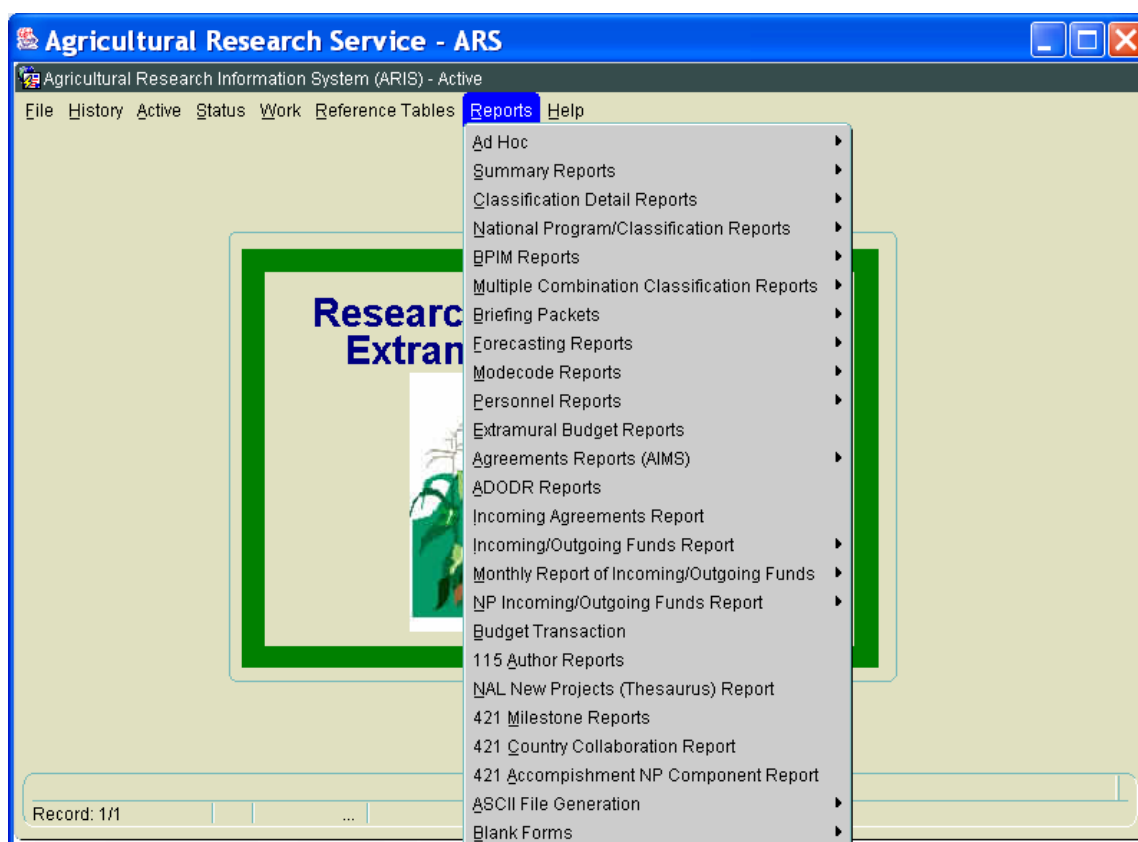

Figure 1 – Research Documentation Screen – Report Options

Report Names	Report Content-Description
Ad Hoc Reports (Research Documentation and Tektran)	Ad hoc Reports allow the user to customize their search and retrieval of data from ARIS to fit their specific needs. Querying is available for all fields including: text, codes, dollar values, and percentage fields. There are also full text query and save query capabilities. **Note:** If querying by coding, these reports **DO NOT** calculate percentages; therefore it is best to use Classification Detail Reports or NP Classification Reports for those purposes.
Summary Reports	Summary Reports are "canned" reports, as no querying is available. These reports you simply select and PDF reports are generated. Options include: By Agency or Locations within SOI, Activity, NP, Special, and STP codes; By Location: SOI, Activity or Special; By Management Unit: National Program; or by Responsibility: various summaries by DA or NPL.
Classification Detail Reports	Classification Detail Reports allow the user to search and retrieve data based on their specific needs. Options include: Mode code/Project No., Strategic Plan, Subject of Investigation, Subactivity, and Special Classification. **Note:** This report option calculates percentages; therefore if querying by coding, it is best to use this report option.
National Program/ Classification Reports	National Program/Classification Reports allow the user to search and retrieve data based on National Programs. Options include: National Programs, SOI within National Program, Activity w/in National Program, and Special w/in National Program. **Note:** This report option calculates percentages; therefore if querying by coding, it is best to use this report option.
Multiple Combination Classification Reports	Multiple Combination Classification Reports allow the user to search and retrieve data for two, three or four coding combinations. **Note:** This report option calculates percentages based on all coding queried.
Briefing Packets	Briefing Packets allow the user to print information for the Agency, Location, Center or Management Unit. No querying is available. The user selects the reports to include in the packet and runs the report.
Mode Code Reports	Mode Code Reports include various "canned" reports that provide information on funding levels and SYs by Mode code/Management Unit and totals by location and Area.
Personnel Reports	Personnel Reports include various "canned" reports that summarize personnel information by Mode code/Management Unit with total by locations and Areas.

Report Names	Report Content-Description
Extramural Budget Reports	Extramural Budget Reports are used by Budget and Program Management Staff (BPMS) to query and report information on outgoing funding. (**Note**: Only appropriated funding is captured in these reports.)
Agreements Reports (AIMS)	Agreements Reports (AIMS) allow users to query and retrieve detailed and summary information on agreements with ARS and outside organizations. Options include: Delegation Report (delegation of authority report); Agreements listing; Agreements by Cooperator; Agreements by Performing Organization; Agreements by Specialist; and Agreements by Mode Code.
ADODR Reports	ADODR Reports are used by Ethics Office only.
Incoming Agreements Reports	Incoming Agreements Reports allow users to query ARIS for information on all incoming funds (under and over $25,000 and w/ or w/o a 416/417). Querying capability exists for every field on the Incoming Agreements.
Incoming/Outgoing Funds Reports	Incoming/Outgoing Funds Reports summarize by Area or Location and Fiscal Year all incoming and outgoing funds activity.
Monthly Report of Incoming/Outgoing Funds	Monthly Report of Incoming/Outgoing Funds summarizes by Area or Location and Fiscal year all incoming and outgoing funds by month.
National Program (NP) Incoming/ Outgoing Funds Report	National Program Incoming/Outgoing Funds Report summarizes incoming and outgoing funds activity by National Program (NP); NP by Area; or NP by Location.
Budget Transactions	Budget Transactions Report allows users to query and retrieve information on budget transactions from particular projects and/or to particular projects.
115 Author Reports	115 Author Reports allows users to query and retrieve information from ARIS from the ARS-115s and provides a variety of report options based on Author information.
NAL New Projects (Thesaurus) Report	NAL New Projects (Thesaurus) Report is used by NAL only.
421 Milestone Reports	421 Milestone Reports provide a summarized report of Milestones reported in a particular FY's Annual Reports (421s). Options include: by Area or Agency summary.
421 Country Collaboration Report	421 Country Collaboration Report allows users to query and retrieve cooperative information from the Annual Reports (AD-421s) related to specific countries (Q7 on 421s).
421 Accomplishment NP	421 Accomplishment NP Component Report allows users to query and retrieve Annual Report (AD-421) information related to specific National

Report Names	Report Content-Description
Component Report	Program Components and Problem Statements.
ASCII File Generation	ASCII File Generation is for Salary Lapse and ARMPs use only.
Blank Forms	Blank Forms is used to print blank forms in PDF only. See Chapter 4E.
Forecasting Reports	Forecasting Reports are not available at this time.